



## **ZONING ADMINISTRATOR MEETING AGENDA**

**4:00 PM - Wednesday, April 16, 2025**

***Community Meeting Chambers, Los Altos City Hall  
1 North San Antonio Road, Los Altos, CA***

**PARTICIPATION:** Members of the public may participate by being present at the Los Altos Community Meeting Chambers at Los Altos City Hall located at 1 N. San Antonio Rd, Los Altos, CA during the meeting. Public comment is accepted in person at the physical meeting location, or via email to [ZAPublicComment@losaltosca.gov](mailto:ZAPublicComment@losaltosca.gov).

**REMOTE MEETING OBSERVATION:** Members of the public may view the meeting via the link below, but will not be permitted to provide public comment via Zoom or telephone. Public comment will be taken in-person, and members of the public may provide written public comment by following the instructions below.

<https://tinyurl.com/z2bcs66e>

**Telephone: 1-253-215-8782 / Webinar ID: 859 5550 9522 / Passcode: 701956**

**SUBMIT WRITTEN COMMENTS:** Verbal comments can be made in-person at the public hearing or submitted in writing prior to the meeting. Written comments can be mailed or delivered in person to the Development Services Department or emailed to [ZAPublicComment@losaltosca.gov](mailto:ZAPublicComment@losaltosca.gov).

Correspondence must be received by 2:00 p.m. on the day of the meeting to ensure distribution prior to the meeting. Comments provided after 2:00 p.m. will be distributed the following day and included with public comment in the Zoning Administrator packet.

### **AGENDA**

#### **CALL MEETING TO ORDER**

#### **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

*Members of the audience may bring to the Zoning Administrator's attention any item that is not on the agenda. The Zoning Administrator will announce the time speakers will be granted before comments begin. Please be advised that, by law, the Zoning Administrator is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "The Brown Act") items must first be noted on the agenda before any discussion or action.*

#### **ITEMS FOR CONSIDERATION/ACTION**

#### **CONSENT CALENDAR**

These items will be considered by one motion unless any member of the Commission or audience wishes to remove an item for discussion. Any item removed from the Consent Calendar for discussion will be handled at the discretion of the Zoning Administrator.

**1. Zoning Administrator Meeting Minutes**

Approval of the DRAFT minutes of the regular meeting of April 2, 2025.

**PUBLIC HEARING****2. SC24-0016 – Jing Quan – 717 Panchita Way**

Request for Design Review for the construction of a new 3,567 square foot, two-story home. The property is located on the east side of Panchita Way, between Marich Way and Alvarado Avenue. This project is categorically exempt from environmental review pursuant to Section 15303 (New Construction or Conversion of Small Structures) of the California Environmental Quality Act (CEQA). *Project Planner: Liu*

**ADJOURNMENT****SPECIAL NOTICES TO PUBLIC**

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

Agendas, Staff Reports and some associated documents for the Zoning Administrator items may be viewed on the Internet at <https://www.losaltosca.gov/calendar>.

Decisions of the Zoning Administrator are final unless appealed by filing an appeal with the City Clerk within 14 calendar days of the decision. No building permits shall be issued during this 14-day period.